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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 September 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 18 - 25 September

25X1 1. The new Career Service for Department of Army Civilians was checked out with [redacted], and sufficient details were obtained for lecture coverage on this subject. After the completion of this 25X1 course, [redacted] will have additional information for future use.

25X1 2. [redacted] had questions regarding Agency procedures and channels 25X1 at Foreign Service Installations. These points were covered by [redacted] at the same time the "Dependent's Briefing" schedule was reviewed and agreement reached for the Administrative Training Branch to provide a speaker for one talk each running.

25X1 3. [redacted] FE employee requires administrative procedures briefing 25X1 and [redacted] has asked this staff to provide the instruction.

25X1 4. [redacted] spoke at the Management Course.

5. [redacted] attended the Logistics Course for their lecture on household effects to coordinate their lecture with the one given in the Administrative Procedures and Operations Support Courses.

25X1 6. [redacted] obtained visual aids from the Logistics Graphic Section relative to the shipment of household effects.

25X1 7. [redacted] urned from vacation.

8. [redacted] as returned from a few days sick leave.

9. [redacted] taking the Basic Supervision Course.

10. [redacted] is taking the Effective Speaking Course.

25X1 [redacted]

25 YEAR RE-REVIEW

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